

O*NET Occupational Network
10-30-08
Slide Notes

Slide 1: Today we are going to be covering the O*NET. Basically the O*NET is a database of occupational information. This information is updated from job incumbents, a couple times a year using industry information. So it is a very comprehensive set of information on occupations that you can find. It also comes with supporting tools, job information, and assessments.

Job Incumbent – someone who is already holding that occupational title.

Slide 2: Today we are going to be covering the user friendly version which is the O*NET Online, but I wanted to just briefly mention a few helpful tools that can be found on the O*NET Resource Center website.

Slide 3: This is what the O*NET resource Center looks like. To learn more about the O*NET resource center on your own you can click on the link located near the top of the page, which says O*NET Overview. What I would like to point out to you are the Career Exploration Tools. (Click Mouse) If you take a look at the left hand column you will see a link located there. If you click on that link a new page will come up.

Slide 4: This page contains three assessment tools. The ability profiler, the interest profiler and the work importance locator/profiler. The cool thing about these tools is that they generate a report that is actually linked to more than 800 occupations described by the O*NET database.

These tools will help individuals identify their work-related interests, what they consider important on the job, and their abilities in order to explore those occupations that relate most closely to those attributes.

You can choose any of those profilers by clicking on the drop down box. Which the red arrow is pointing at. If you click on these links you will find some of these resources are free and can be downloaded to your desktop. If you order the materials, there is a charge.

As I said I'm not going to cover these items, but I did want to show you where they can be located. That way you can check them out yourself, because they are really helpful.

Slide 5: What we are going to be focusing on today as I stated earlier is the user friendly version of O*NET online. This website provides you with an enormous amount of information that I think you can use when working with your clients.

The first tool from O*NET Online that I'm going to show you is how to find occupational information. And what you would do is go to online.onetcenter.org.

Slide 6: When you get to that website you will see there are four major entrance ways to find out about occupational information. The first is Find Occupations, the second is Skills Search and the third is Crosswalk Search, and the fourth is Tools & Technology Search.

So let's take a look at the Find Occupations option first. What you would do is click on the Find Occupations link and that would bring you to a portion of the website that looks like this.

Slide 7: Here you can see that you are able to browse through the occupations a few different ways, let's start with the top right-hand portion. Here you see something called Job Family. In this drop down list you will find the O*NET occupations divided up into groupings called job families. So if you are interested in a particular job family you could go right to that job grouping and see occupational information in that grouping.

Below that is an area called the O*NET descriptor. From here you can take a look at occupational information classified through 6 descriptors. They are Knowledge, Skills, Abilities, Work Activities, Interests and Work Values. After choosing a descriptor a list of jobs will appear, and those particular jobs that come up will fall into the specific descriptor you had decided on. This would be an excellent area to use if your client had used one of the assessment tools that I showed you in the beginning of today's presentation.

Moving down you can also browse by STEM discipline. That is by taking a look at occupations that relate to science, technology, engineering and math areas. So if you are interested in those kinds of categories you can take a look at them from this area.

If we look to the left there is an area called Career Cluster. Career Cluster contains occupations in the same field of work that require similar skills. Examples of a cluster would be Agriculture, Food, and Natural Resources, architecture and construction, and Education and training.

Above that there is a drop down box containing a thing called Job Zone. What this does is group occupations into one of five categories based on levels of education, experience, and training necessary to perform the occupation. So job zone one would be little or no preparation needed, job zone two is some preparation, job zone three is medium, job zone four is considerable preparation, and job zone five includes extensive preparation. And you could also browse by all job zones from this point as well.

Another way would be to browse by High Growth Industry. The USDOL in cooperation with people in the various industries have identified several industries that they found to be high growth, in demand occupations and industries. So you can search in those particular categories from this page as well.

But what we are going to do right now is focus on this Keyword Search. This is done by either entering a keyword or O*NET SOC code into this area. Here you can see that I

entered Nursing. (click mouse) You can actually put in a particular occupational title or you can put in a keyword. I'm using a keyword so I can show you what types of things come up in doing that.

SOC = Standard Occupation Classification

Slide 8: When you click on go, you can see that up comes a listing of occupations that match up with that word nursing. On the left-hand side there is a relevance score that shows you where your keyword or occupation falls in terms of the one being shown. You can click on the number and see why it is deemed relevant. The first job that comes up is Nursing, Instructors and teachers, then Nursing aides, orderlies, and attendants, Registered Nurses, Licensed practical and vocational nurses and so on down the line. You can see that several occupations come up. So basically what this function is doing is thinking okay you put in nursing which of these occupations do you really want to know about. So you'll look through this list and find which occupation is the one that you really want to know about. But before we choose I just want to point out that little green logo that says In Demand (click mouse). Certain occupations in the ONET system have been identified as being high growth or in demand occupations which they have identified by placing that little logo next to them.

Slide 9: O*NET has come up with these high demand occupations by creating a list of requirements that it has to meet. So they looked at occupations to find out if they were becoming numerically important. They were jobs created by changes in technology, society, markets, or regulation. Generally they would be by technology. Were they existing occupations that have been substantially modified? Or were they jobs that have seen rapid changes in skill sets and require updating? If any occupation fell into one of those requirements they then had to meet two specific requirements to become an in demand occupation. These two items were that it would involve significantly different work than other occupations and it was not adequately reflected by existing O*NET classifications. If the occupation met those two requirements it was then deemed to be an in demand occupation.

Slide 10: Data collection on the current New & Emerging occupations is in progress and should be available on O*NET Online by June 2009. They are going to be focusing on Education, Green Occupations, and continue to research additional high growth industries for other N&E Occupations.

You can get a complete list of the N&E occupations at Onetcenter.org or directly by the link listed below.

Slide 11: Let's go back to our quick search. Since I entered nursing in the find occupations by keyword, and reviewed O*NET's matching occupations I can now click on any of these titles provided and get further information about that occupation.

At this point I've decided that what I'm most interested in is the Licensed Practical and Vocational Nurses. So I would click on that particular occupational title and a new page will come up.

Slide 12: The summary report contains an vast amount of information that pertains to that particular occupation. You can see these links located here. (click mouse) It contains information about tasks, tools & technology, knowledge, skills, abilities, work activities, work context, job zone, interests, work values, related occupations, wages & employment, and additional information.

You can also change the appearance of your report to show details, or you can customize it as well. (click mouse) Choosing the detail report is going to give you more information about each task, tool, knowledge, skill, ability and so on. If you customize it you can actually choose the particulars you want to view. So if I chose tasks, work context, job zone, and wages and employment, only those areas of information would appear on my customized summary report. This would be beneficial for someone if they wanted a few things to print out, without printing the whole report itself.

This report is particularly good for those who are trying to improve their resume. Maybe they aren't quite sure what to write down for the Knowledge, Skills, and Abilities they use everyday at their jobs. You could just take a look at this report and select the skills that they use and add them into their resumes.

So you can see that for this occupation we are taking a look at the tasks that are associated with nursing. Administer prescribed medications or start intravenous fluids, and note times and amounts on patients' charts. Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action and so on. The various tasks that Practical and Vocational nurses would have to perform are listed here.

But as you continue on down the page there is more information included on the summary report. You'll see that tools and technologies are provided.

Slide 13: One little caveat right now is that the tools and technology portion is only provided for the In Demand occupations. It is an evolving set of information that is being worked on so you may find that not all of the in demand occupations have the tools and technology component to it yet. However, you can see for this particular occupation the specific tools are listed. Hypodermic needles, Nebulizers or accessories, Patient care beds and so forth. Then below that you can see that technology is listed as well, Calendar and scheduling software, Medical software, Office suite software. This is really helpful for people who want to go into this occupation because it gives them an idea of what they need to know, and become familiar with.

Slide 14: If you continue down our report you will find the knowledge category. People interested in becoming a licensed/vocational nurse should have knowledge of medicine, customer and personal service, psychology, English language and so forth. Below that are skills associated with the occupation in this case some of those skills are, active listening, speaking, coordination, monitoring, and critical thinking.

Slide 15: Following that is an area for abilities, containing things such as Oral comprehension, expression, problem sensitivity, and speech recognition, Work activities. Such as, Assisting and caring for others, documenting/recording information, communicating with supervisors and peers. These would be an excellent source of information to add to their resumes if they have any experience with them. And then Work context is below that.

Slide 16: You'll also see an area called job zone. As I stated before Job Zone is just an indicator of the amount of education, training and experience that is generally required by those who would work in the particular occupation that was chosen. The job zones range from one to five. Job zone one, is your lowest level up to job zone five being the highest level. Here we can see that being a practical or vocational nurse falls in the job zone of three, which is a medium level.

Then below that, but not shown here, are sections for job interests, work styles, and work values. Underneath those sections is an area that I like a lot, called related occupations.

FYI: (To locate the definition of what each job zone entails you would simply go to the homepage and click on the Online Help Link located at the top left of the page. You would then click on Job Zones, and up would come a page explaining the details of each job zone, even providing you with a few examples of occupations that might actually fall into that specific zone.)

Slide 17: If you are working with someone and they were kind of looking at Licensed Nurse because that is what they thought they wanted to do, but then find as they are looking at the requirements and skills related to the occupation, maybe it isn't the right job for them. This is an area that you can direct them to that provides them with related occupations. If you click on any of these occupation titles you will be provided with that occupation's summary report. So that is really helpful for someone who is undecided on their career or maybe they are trying to make a transition to something similar to their current occupation.

Below that are Wage and Employment trends. At the National level you can see that this particular occupation is growing at a faster than average rate between 14% to 20%. The National MEDIAN wage is \$18.24/hr, and below that you can see that you can actually select a particular state and find that state's information. Just choose the state you were interested in and it will take you to the career one stop website. I will show you this website in a few minutes.

And of course below that you can see that there are sources for additional information provided. There are links to related professional associations (generally) that deal with the particular occupation that has been chosen. Here we have the national association for practical nurse education and service, national federation of licensed practical nurses, and the national league for nursing.

You can just click on that professional association title and you would find out more about what that association does and gain contact information as well.

Slide 18: The next tool I would like to show you is how you can search by skill area. If you have clients that want to utilize particular skills in an occupation, and they want to find out what occupations match up with those skills this is an excellent tool to use.

Slide 19: To get to the Skills Search page, we will simply go back to the homepage and instead of clicking on find occupations we will click on skills search.

Slide 20: You can see that a huge list of skills are brought up that are associated with the ONET system. There are basic skills, complex problem solving skills, resource management skills, social skills, systems skills, and technical skills. Your customer can go through that listing and check off the skills that they have and want to utilize in a job, or would hope to obtain and utilize on the job.

As you can see I have gone through and selected a few of the skills, leaving some blank.

Slide 21: This brings up a listing of jobs that match the input that they provided. In this instance there are a bunch of occupations that match up to one degree or another with the skills input that I provided. And you can click on any of these occupational titles to get that report.

What they also get; if you take a look at that left hand column you can see the number of skills that match in regard to the skills I put in. So you can see that our first job that appears has 17 skills that match what I had put in. In the middle column, you can see the job zone that is associated with the occupation listed. So they can actually make a decision here on how well the job matches versus the job zone; and scale down the listing to see which jobs match up with their criteria and desire the best.

Slide 22: The next tool that I am going to show you is the Tools and Technology option.

Slide 23: To browse through jobs this way you would go back to the homepage and click on Tools and Technology.

Slide 24: After clicking on the tools and technology link your page should look something similar to this. At this point you would simply put in a tool that your client may use such as a machine, a specific type of equipment or even software. You can see that I have typed in GPS. Then you would click go.

Slide 25: A new page will be brought up showing you all the occupations that would use the tool or technology provided. So for GPS you can see that Air Traffic Controllers, Airline Pilots, Copilots, and flight engineers, civil engineers and so on would use a GPS or something similar for their jobs. Then you would just click on the job occupation title and it would again generate the summary report.

So this is an excellent way to help someone find an occupation they desire that would possibly use a tool or technology that they enjoy working with or are familiar with.

Slide 26: The next technique is the crosswalk search. This option is really helpful for those members who have just left the military and are trying to transition back into the civilian world. They can put in their Military Occupational Classification (MOC) code and generate a report corresponding with that code.

Slide 27: Once again looking at the O*NET homepage you would just click on Crosswalk Search to utilize this option.

Slide 28: When you click on the crosswalk search you are given the option to put in the persons military occupational classification or their military occupational specialization. If that military member knows their specialty code, so you can use this crosswalk search and put that number in here. (click mouse) You can see that I have put in 88 Alpha and then I would click on go.

Slide 29: So in this instance we find 2 military occupational codes. There is one in the Air Force, which is an Administrative Services Managers, and the second is in the Army which is a General Transportation Manager. So lets say the person that I'm working with is a Transportation Manager. Clicking on the title is going to bring up our report.

Slide 30: When the report comes up, they will be provided with numerous examples of their KSAs, knowledge, skills, and abilities in civilian terms. This is helpful when filling out applications, developing resumes, and even preparing for a job interview by showcasing their soft skills. The information provided here helps them to take what they have done in the military and translate it into civilian terms. You can see here that the Report for Transportation Manager has many tasks that would work really well in a resume. Such as directs activities related to dispatching, routing and tracking transportation vehicles, Direct investigations to verify and resolve customer or shipper complaints, and Develop criteria for federal and state public transportation programs.

I would I recommend using the Crosswalk Search to anyone who is working with a military member who is in transition, but doesn't really know the civilian lingo that employers are familiar with, to actually go to O*NET online and use this crosswalk and help them craft their resume.

Slide 31: Another great resource that I would like to show you that is related to the O*NET, is the Career One Stop. The career one stop can be reached through O*NET online or own it's own by going to www.careeronestop.org

Slide 32: Once you get to that website you can see a number of resources available to you. Things like occupational information, industry information, state information (which we saw a link on the O*NET for), career tools and a great resource for military members in transition (click mouse) which is actually located in the right hand column called the Military Transition Portal.

Slide 33: This is a great resource that provides military members with links to various items concerning their transition back into the civilian world. Here you can see that there

are links to help match their military experience to Civilian Occupations, which is a nice outlet to use if the O*NET doesn't support the specific military occupation you are looking for. There is also a link to get credential and certification information, and even an area for resources focusing on disabled or injured veterans. Below that is a link that says Find Local Services. Here you will find local one-stop career centers, unemployment insurance filing, local apprenticeship sponsors, a military transitions center link, and many more.

Right now I would like to show you the credentials, and certifications quick link.

Slide 34: Here you can see there are numerous resources including Certifications, Licensed Occupation, and Apprenticeships. There are also links for the Army and Navy COOL which are also credentialing resources. Below those is a link for Go Army, which contains information for soldiers who want to pursue their postsecondary education, request Tuition Assistance online, and view degree and course offerings from many colleges and universities. There is also a link for the United Services Military Apprenticeships Program, and below that is Defense support for non traditional educational support. Here military members can find links for things such as financial aid, distance learning programs, scholarships for severely injured service members and even a resource called Troops to Teachers. Troops-to-Teachers provides Referral Assistance and Placement services to military personnel interested in beginning a second career in public education as a teacher. The Troops-to-Teachers office will help applicants identify teacher certification requirements, programs leading to certification and employment opportunities.

So the career one stop's, military transition portal is a great resource to help connect veterans and transitioning service members with high quality career planning, training, and job search resources.

Slide 35: If we head back to the Career One Stops home page I would like to show you the occupation information link.

Slide 36: Now focusing on that left hand column you can search by occupation profile, there is a military to civilian translator (which is good to use in case O*NET doesn't contain the military occupation you are looking for), tools and technology, you can search by the fastest-growing occupations, the most openings, largest employment, you can compare local wages, find other career tools, watch videos and so on. We aren't going to go through those today, but I did want you to know that they are here and available to you. And if you have not looked at those, I would suggest that you go there and just search around and see the numerous resources that they have available for you. Now I would like to make a special mention of the career videos.

Slide 37: These are really wonderful resources. There are around 600 videos, focused on career clusters and specific careers. Over 300 of these videos are in Spanish. Each video tends to be about 3 min long. During that time they describe what is involved in the occupation, such as work setting, education and training, and the type of equipment

people use. They are free and you can access them through the internet and watch them, or you can also download them and watch them that way! So this is an excellent resource to check out on your own!

Slide 38: No notes.